



Building Security Access Card Rules and Regulations

RSA Tower Building

1. Proximity cards are issued for parking deck access (and/or) building access. These access cards allow you to enter the parking deck by presenting your card within 4 inches of the front of the proximity reader. Your card is used to enter at the proximity card readers located on the building as though you had a “key” to the building, so care should be taken to protect your card.
2. All cards are assigned individually by bureau/name and are the sole responsibility of the authorized user. These cards are not to be loaned to anyone in your office, the building or to outsiders. Failing to comply with these rules will result in your card being deactivated and your after hour building access privileges being suspended.
3. If you experience problems with your assigned card while trying to access the building, please report this to your office contact person. If your card does not work at one reader, please try another reader because the first reader may be temporarily out of order. Please report any access card reader that is inoperative to your office contact person.
4. If your card is defective or worn through normal use it will be replaced by the Retirement Systems of Alabama. Cards that are lost or damaged through neglect will be replaced at a cost of **\$20 dollars** (**check or cash**) (**Returned check fee is \$25 dollars**) payable in advance by the user. Cards that are reported lost will be deactivated. If you later find your access card, please return it to your office contact person.
5. If your employment with this office is terminated, it is your responsibility to return your access card to your employer before leaving so that it can be returned to the issuing office.

Tower Building Access Certification

I hereby certify that I have read the foregoing regulations and for the privilege of being allowed to use the RSA Tower Building Facilities after hours/weekend access to the facility, I hereby agree to adhere and comply with the terms hereof.

Name

Date

Signature of Employee

Bureau/Office/Division/Unit
Alabama Department of Public Health

Phone Number

Access Card Number

(Back of ID Badge)

Hex Number

System Number